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Please respond to drogers@afis2.jag.af.mil

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cc:

Subject: IPSC Perchlorate Stakeholder Forum Speakers

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By now I have either spoken to each of you personally or left messages asking you to play telephone tag with me. As a follow-up, here is the information I have passed along:

1. Equipment and Presentations:

For the conference, we have an overhead, 35mm and pentium computer with the newest version of powerpoint.

For those using 35mm:

The green room will have a tray for you to double check your slides prior to your presentation. Bring a hard copy version of your presentation (4 slides per page) for our use in making presentations available to those attending. Your hard copies should be delivered to the administration desk on Tuesday morning so we can get the "speakers" book reproduced before the end of the forum.

For those using Powerpoint:

Bring two sets of disks in case the computer titanic invades your floppies. Also, you will need to bring a hard copy of your slides for reproduction. Finally, prepare a complete set of overhead transparencies just in case the computer dies. I cannot guarantee a printer will be at our disposal so please make sure you have the hard copy with you.

For those using Overheads:

Please bring a hard copy set of your materials for reproduction and turn them in at the registration desk on Tuesday morning.

2. If you have not already, please e-mail me a bio.

3. On Thursday, 14 May 1998 at 4:00 Eastern Time, we will have a speakers teleconference. Please plan on attending and call me if you are unable. The call will last only an hour and I think you will find

it helpful to our overall plan. Please think about any questions you might have and make sure they are answered. The call in number is: 919-541-1591. If you call in early and get a recording, please call back. The line must first be established at RTP before we can join the call.

4. Tuesday night we are planning an informal dinner at a local restaurant. It will be Italian and very nice. If you have not already, please RSVP directly to me. We can provide transportation and/or directions to the restaurant.

5. I have attached the most recent final agenda for your use. If there is a problem, please let me know as soon as you can.

6. Finally, please remember this is an aggressive agenda. Plan to stick to your times and to the extent possible, allow questions at the end of your talk. This will help us keep on time and track.

Thanks and look forward to talking to you again on Thursday and seeing you in Henderson.

Lt Col Dan Rogers (DanLite)



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